

Independent School District No. 593
Crookston, Minnesota

**SCHOOL BOARD
AND THE
CROOKSTON EDUCATION
ASSOCIATION,
EXCLUSIVE REPRESENTATIVE**

Master Agreement

2023-2024

2024-2025

School Board Approval
Dated: July 24, 2023

TABLE OF CONTENTS

| | | |
|----------------|--|-------|
| Article I: | Purpose | 1 |
| Article II: | Exclusive Representative | 1 |
| Article III: | Definitions | 1 |
| Article IV: | Scope of Agreement | 1-2 |
| Article V: | Teacher Rights..... | 2 |
| Article VI: | School District Rights and Obligations | 3 |
| Article VII: | Grievance Procedure | 3-5 |
| Article VIII: | Group Insurance | 5-7 |
| Article IX: | Leaves of Absences | 7-12 |
| Article X: | Contracted Time..... | 12 |
| Article XI: | Home Bound Instruction | 13 |
| Article XII: | Retirement Program | 13-14 |
| Article XIII: | Extra-Curricular Activities | 15 |
| Article XIV: | Student Teachers | 15 |
| Article XV: | Individual Teacher Contracts | 15 |
| Article XVI: | Contract Execution | 15 |
| Article XVII: | Reproduction of the Agreement | 15 |
| Article XVIII: | Duration | 15 |
| Article XIX: | Early Childhood Family Education/Learning School Readiness Teachers..... | 16 |

APPENDICES

| | | |
|-------------|---|----|
| Appendix A: | Individual Teacher Contract..... | 18 |
| Appendix B: | 2023-2024 School Calendar | 19 |
| Appendix C: | Salary Data | |
| | Level of Training..... | 21 |
| | Salary Lane Advancement..... | 21 |
| | Salary Schedule Step Advancement..... | 21 |
| Appendix D: | Salary Schedules | |
| | 2023-2024 Salary Schedule..... | 22 |
| | 2024-2025 Salary Schedule..... | 23 |
| | 2023-2024 Extra- and Co-Curricular Salary Schedule..... | 24 |
| | 2024-2025 Extra- and Co-Curricular Salary Schedule..... | 25 |
| | Hourly Pay Schedule | 26 |
| | Travel Reimbursement Schedule..... | 26 |

**Article I
PURPOSE**

This Master Agreement entered into this 24th day of July, 2023, between Independent School District No. 593, Crookston, Minnesota, hereinafter referred to as School District, and the Crookston Education Association, hereinafter referred to as Exclusive Representative, pursuant to and in compliance with the Public Employment Labor Relations Act, hereinafter referred to as the P.E.L.R.A.

**Article II
EXCLUSIVE
REPRESENTATIVE**

SECTION 1: Recognition

In accordance with the P.E.L.R.A., the School District recognizes the Crookston Education Association as the Exclusive Representative of teachers employed by the School District. The Exclusive Representative shall have those rights and duties as prescribed by the P.E.L.R.A. and as described in the provisions of this Agreement.

SECTION 2: Appropriate Unit:

The Exclusive Representative shall represent all teachers of the School District as defined in this Agreement and in said Act.

**Article III
DEFINITIONS**

SECTION 1: Terms and Conditions of Employment

The term, "terms and conditions of employment," means the hours of employment, the compensation therefor--including fringe benefits except retirement contributions or benefits other than School District payment of, or contributions to, premiums for group insurance coverage of retired teachers or severance pay, and the School District's personnel policies affecting the working conditions of the teachers. In the case of teachers, the term does not mean education policies of the School District. "Terms and conditions of employment" is subject to the provisions of P.E.L.R.A.

SECTION 2: Teacher

The term, "teacher," shall mean all persons in the appropriate unit employed by the School District in a position for which the person must be licensed by the State of Minnesota; but shall not include superintendent, assistant superintendent, principals and assistant principals who devote more than 50% of their time to administrative or supervisory duties, confidential employees, supervisory employees, and such other employees excluded by law.

SECTION 3: Part-Time Teacher

- (1) A part-time teacher shall be a teacher working less than 100% of a regular work day but more than 14 hours per week.
- (2) A part-time teacher's pro-rata contract shall be calculated by multiplying the number of contracted minutes of instruction by a factor of 1.47 and dividing said sum by 440, (which number is equal to the number of contracted minutes in a duty day.)
- (3) The foregoing factor of 1.47 references and includes pro-rata allowances of salary, fringe benefits, leaves, preparation time and conference time.

SECTION 4: Administration

For purposes of administering this Agreement, the term, "School District," or "District" shall mean the School Board or its designated representative.

SECTION 5: Meet and Confer

The term, "meet and confer," shall mean an exchange of views and concerns between the School District and the Exclusive Representative on matters not specified under P.E.L.R.A.

SECTION 6: Meet and Negotiate

The term, "meet and negotiate," shall mean the performance of the mutual obligations of the School District and the Exclusive Representative to meet at reasonable times, including, where possible, meeting in advance of the budget-making process, with the good faith intent of entering into an Agreement with respect to terms and conditions of employment; provided, that by such obligation, neither party is compelled to agree to a proposal or

required to make a concession.

SECTION 7: Other Terms

Terms not defined in this Agreement shall have those meanings as defined by the P.E.L.R.A.

**Article IV
SCOPE OF AGREEMENT**

It is further agreed that the scope of this Agreement sets forth limits as well as enabling measures, but is governed by other limitations provided by Minnesota law and that if any part of this Agreement is contrary to the law, then such provision or application shall not be deemed valid and subsisting except to the extent permitted by law, but all other provisions or applications shall continue in full force and effect.

SECTION 1:

This Agreement shall include all teachers as defined in this Agreement; specifically Article III, Sections 2 and 3 hereof.

SECTION 2:

The School District shall not meet and negotiate with any employee or group of employees who are at the time designated as a member or part of an appropriate employee unit except through the Exclusive Representative.

SECTION 3:

All joint meetings of the School District or its representative and the appropriate unit shall be open, except as provided under P.E.L.R.A.

SECTION 4:

This Agreement shall be binding upon both parties including successor boards and the Exclusive Representative and all teachers for the duration of the Agreement, and shall not be subject to expansion, revision or deletion except with mutual agreement.

SECTION 5:

When the Exclusive Representative desires to meet and negotiate a new Agreement, written notice shall be given to the School District and a mutually acceptable date to begin negotiation shall be suggested not earlier than February 1 and not later than May 1, preceding the expiration of this Agreement. In the notice to the

School District, the Exclusive Representative will certify the names of not more than six (6) representatives who shall have been selected by the Exclusive Representative to meet and negotiate with the School District or its representative. Said notification shall include the name of the chief negotiator of the Exclusive Representative's negotiating committee. Thereafter, the chief negotiator of said negotiating committee and the President of the Crookston Education Association shall be designated to receive all notices relating to negotiations as may be deemed necessary by the School District or required by statute.

Article V
TEACHER RIGHTS

All rights and obligations as set forth in this Article are intended to be consistent with P.E.L.R.A., and all parties to this Agreement intend to work together to effectuate the laws of P.E.L.R.A. and this Agreement.

SECTION 1: Entitlement – Exclusive Representative

The Crookston Education Association shall be represented by a committee of no more than five (5) persons to be designated by the President of the Crookston Education Association in September of each year. These five individuals shall meet and confer with a representative or committee of the School District on matters not specifically provided for under P.E.L.R.A. The School District shall provide the facilities and set a reasonable time for such conferences to take place.

SECTION 2: Use of School District Property

Duly authorized representatives of the Exclusive Representative shall be permitted to transact official business of the Exclusive Representative on district property at all reasonable times, provided that this shall not interfere with or interrupt normal district operations. The use of district premises shall be coordinated with the Building Principal.

SECTION 3: Use of School District Equipment

*Crookston Education Association Contract
2023-2024; 2024-2025*

The Exclusive Representative shall have the right to use district facilities and equipment at reasonable times, when such equipment is not otherwise in use. The Exclusive Representative shall pay for the reasonable cost of all materials and supplies incident to such use.

SECTION 4: School District Financial Information

The School District agrees to furnish to the Exclusive Representative in response to reasonable requests, available information which the School District normally prepares concerning the financial resources of the School District.

SECTION 5: Right to Organize

Pursuant to P.E.L.R.A., the School District hereby agrees that every employee of the School District shall have the right freely to organize, join and support the Exclusive Representative for the purpose of engaging in negotiation and other concerted activities for mutual aid and protection. As a duly elected body exercising governmental power under laws of the State of Minnesota, the School District undertakes and agrees that it will not directly or indirectly discourage or deprive or coerce any teacher in the enjoyment of any rights conferred by the Act or other laws of Minnesota or of the Constitutions of Minnesota and the United States; that it will not discriminate against any teacher with respect to terms or conditions of employment by reason of his/her membership in the Exclusive Representative, his/her participation in any activities of the Exclusive Representative or negotiations with the School District, or his/her institution of a grievance, complaint or proceeding under this Agreement or otherwise with respect to any terms or conditions of employment.

SECTION 6: No Denial of Rights

Nothing contained herein shall be construed to deny or restrict to any teacher rights s/he may have under other applicable laws and regulations. The rights granted to teachers hereunder shall be deemed to be in addition to those provided elsewhere.

SECTION 7: Freedom of Activity

The teachers shall be entitled to full rights of citizenship, and no religious or political activities of any teacher, or the lack thereof, shall be grounds for any discipline or discrimination with respect to the professional employment of such teacher. Political rights shall include registering and voting, participating in party organizations, discussing political issues publicly, campaigning for candidates, contributing to campaigns of candidates, lobbying, organizing political action groups, and running for and serving in public offices which does not interfere with his/her current employment.

SECTION 8: School District Non-Interference

The School District, its agents and representatives, is prohibited from interfering, restraining or coercing employees in the exercise of the rights guaranteed by Minnesota law.

SECTION 9: Payroll

Upon employment with the School District, teachers shall be paid 24 bimonthly checks, with the first payment falling on the first payday in September.

Assuming cooperation with participating banks, teachers will be paid through direct deposit.

SECTION 10: Requests for Dues Check Off

The Exclusive Representative shall be allowed dues check off for its members, provided that dues check off and the proceeds thereof shall not be allowed to any exclusive representative that has lost its right to dues check off pursuant to the P.E.L.R.A. Upon receipt of a properly executed authorization card from the teacher involved, the School District will deduct from the teacher's paycheck the dues that the teacher has agreed to pay to the teacher organization in 14 equal installments, beginning with the first pay period of November. Such authorization shall continue in effect from year to year, unless revoked in writing between June 1 and September 1 of any year.

Article VI
SCHOOL DISTRICT RIGHTS
AND OBLIGATIONS

All rights and obligations as set forth in this Article are intended to be consistent with P.E.L.R.A., and all parties to this Agreement intend to work together to effectuate the laws of P.E.L.R.A. and this Agreement.

SECTION 1: Inherent Managerial Rights Reserved

The School District shall not be required to meet and negotiate on matters of inherent managerial policy, which includes, but are not limited to, such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the organizational structure and selection and direction and number of personnel.

SECTION 2: Meet and Confer

The School District has the obligation to meet and confer with teachers to discuss policies and those matters relating to their employment not specifically reserved to them pursuant to P.E.L.R.A. The School District will select a representative or committee to meet and confer with the Exclusive Representative. The School District will also provide facilities for such conferences to take place.

There will be a minimum of three opportunities per year for meet and confer to occur provided that an agenda of issues is presented by either party to the other in a timely fashion.

SECTION 3: Meet and Negotiate

The School District will designate a representative or representatives to meet and negotiate with the Exclusive Representative.

Article VII
GRIEVANCE PROCEDURE

SECTION 1: Grievance Definition

A *grievance* shall mean an allegation by a teacher currently employed by the School District or one who has previously been placed on unrequested leave and continues to be subject to the recall provisions of that Section,

hereinafter contained, which allegation results in the dispute or disagreement between the present teacher employee or one previously placed on unrequested leave and the School District as to the interpretation or application of terms and conditions of employment insofar as such matters are contained in this Agreement.

SECTION 2: Representative

The teacher, administrator or School District may be represented during any step of the procedure by any person or persons designated by such party to act in that party's behalf. The chairperson of the Member Rights Council of the Exclusive Representative, with the consent of the aggrieved teacher, may initiate and seek resolution of that teacher's grievance at all levels. Provided, nevertheless, such chairperson's right of representation shall have no effect on the grievance definition contained in Section 1 of the within Article.

SECTION 3: Definitions and Interpretations

Subd. 1. Extension:

Time limits specified in this Agreement may be extended by mutual agreement.

Subd. 2. Days:

Reference to days regarding time periods in this procedure shall refer to working days. A "working day" is defined as all week days not designated as holidays by state law.

Subd. 3. Computation of Time:

In computing any period of time prescribed or allowed by procedures herein, the date of the act, event, or default for which the designated period of time begins to run shall not be included. The last day of the period so computed shall be counted, unless it is a Saturday, a Sunday, or a legal holiday, in which event the period runs until the end of the next day which is not a Saturday, a Sunday, or a legal holiday.

Subd. 4. Filing and Postmark:

The filing or service of any notice or document herein shall be timely if it is personally served or if it bears a postmark of the United States mail within the time period.

SECTION 4: Time Limitation and Waiver

A grievance shall not be valid for consideration unless the grievance is submitted in writing to the School District's designee, setting forth the facts and the specific provisions of the Agreement allegedly violated and the particular relief sought within twenty (20) days after knowledge of the first event giving rise to the grievance. Failure to file any grievance within such period shall be deemed a waiver thereof. Failure to appeal a grievance from one level to another within the time periods hereinafter provided shall constitute a waiver of the grievance. An effort shall first be made to adjust an alleged grievance informally between the teacher, or the teacher's representative, and the School District's designee.

SECTION 5: Adjustment of Grievance

The School District and the teacher shall attempt to adjust all grievances which may arise during the course of employment of any teacher within the School District in the following manner:

Subd. 1. Level I:

If the grievance is not resolved through informal discussions, the School District designee shall give a written decision on the grievance to the parties involved within five (5) days after receipt.

Subd. 2. Level II:

In the event the grievance is not resolved in Level I, the decision rendered may be appealed to the Superintendent, or to his/her designee, provided such appeal is made in writing within seven (7) days after receipt of the decision in Level I. If a grievance is properly appealed to the Superintendent, the Superintendent or his/her designee, shall consider the grievance within seven (7) days after receipt of the appeal. Within five (5) days after consideration of the grievance, the Superintendent or his/her designee, shall issue a decision in writing to the parties involved.

Subd. 3. Level III:

In the event the grievance is not resolved in Level II, the decision rendered may be appealed to the School

District, provided such appeal is made in writing within seven (7) days after receipt of the decision in Level II. If a grievance is properly appealed to the School District, the School District shall meet and consider the grievance within seven (7) days after receipt of the appeal. Within seven (7) days after the consideration of the appeal, the School District shall issue its decision in writing to the parties involved. At the option of the School District, a committee or representative(s) of the School District may be designated by the School District to hear the appeal at this level, and report its findings and recommendation to the School District. The School District shall then render its decision.

SECTION 6: School District Review

The School District reserves the right to review any decision issued under Level I or Level II of this procedure provided the School District, or its representative, notify the parties of its intention to review within ten (10) days after the decision has been rendered. In the event the School District reviews a grievance under this Section, the School District reserves the right to reverse or modify such decision.

SECTION 7: Denial of Grievance

Failure by School District or its representative to issue a decision within the time period provided herein shall constitute a denial of the grievance, and the teacher may appeal it to the next level.

SECTION 8: Arbitration Procedures

In the event that the teacher and the School District are unable to resolve any grievance, the grievance may be submitted to arbitration as defined herein:

Subd. 1. Request:

A request to submit a grievance to arbitration must be in writing signed by the aggrieved party, and such request must be filed in the office of the Superintendent within ten (10) days following the decision in Level III of the grievance procedure.

Subd. 2. Prior Procedure Required:

No grievance shall be considered by the arbitrator which has not been first duly

processed in accordance with the grievance procedure and appeal provision.

Subd. 3. Selection of Arbitrator:

Upon the proper submission of a grievance under the terms of this procedure, the parties shall, within ten (10) days after the request to arbitrate, attempt to agree upon the selection of an arbitrator. If the parties to the Agreement cannot agree upon an arbitrator, the parties shall, under the direction of the Chairperson of the School District, alternately strike names from a list of five (5) arbitrators selected by the School District until only one name remains, which arbitrator shall make his/her decision regarding the grievance and it shall be binding upon the parties. The list of five (5) arbitrators referred to above shall be provided by the School District to the grievant or the grievant's representative within twenty-five (25) days following failure of the parties to agree upon the selection of an arbitrator. Thereafter, the parties shall have fifteen (15) days within which to select an arbitrator, who shall be notified within five (5) days following his/her selection.

Subd. 4. Submission of Grievance Information:

- (a) Upon appointment of the arbitrator, the appealing party shall, within five (5) days after notice of appointment, forward to the arbitrator, with a copy to the School District, the submission of the grievance which shall include the following:
 - (1) The issues involved including identification of Master Agreement provisions violated or Minnesota Statutes violated.
 - (2) Statement of the facts.
 - (3) Position of the grievant.
 - (4) The written documents relating to Article VII, Section 5 of the grievance procedure.
- (b) The School District may make a similar submission of information relating to the grievance either before, or at the time of, the hearing.

Subd. 5. Hearing:

The grievance shall be heard by a single arbitrator and both parties may be represented by such person or persons as they may choose and designate, and the parties shall have the right to a hearing at which time both parties will have the opportunity to submit evidence, offer testimony, and make oral or written arguments relating to the issues before the arbitrator. The proceeding before the arbitrator shall be a hearing de novo.

Subd. 6. Decision:

Decisions by the arbitrator in cases properly before him/her shall be final and binding upon the parties, subject, however, to the limitations of arbitration decisions as provided by the P.E.L.R.A.

Subd. 7. Expenses:

Each party shall bear its own arbitration expenses, except that no teachers shall suffer loss of salary, benefits or other normally accrued compensation or advantages, due to their necessary participation in such a grievance arbitration proceeding. A transcript or recording shall be made of the hearing at the request of either party. The parties shall share equally fees and expenses of the arbitrator, the cost of the transcript or recording, if requested by either or both parties, and any other expenses which the parties mutually agree are necessary for the conduct of the arbitration proceeding.

Subd. 8. Jurisdiction:

The arbitrator shall have jurisdiction over disputes or disagreements relating to grievances properly before the arbitrator pursuant to the terms of this procedure. The jurisdiction of the arbitrator shall not extend to proposed changes in terms and conditions of employment as defined herein and contained in this Agreement; nor shall an arbitrator have jurisdiction over any grievance which has not been submitted to arbitration in compliance with the terms of the grievance and arbitration procedure as outlined herein; nor shall the jurisdiction of the arbitrator extend to matters of inherent managerial policy, which shall include but are not limited to such areas of discretion or policy as the functions and programs of the employer, its overall budget, utilization of technology, the

organizational structure, and selection and direction and number of personnel. In considering any issue in dispute, in its order, the arbitrator shall give due consideration to the statutory rights and obligations of the public school boards to efficiently manage and conduct its operation within the legal limitations surrounding the financing of such operations.

Article VIII
GROUP INSURANCE

SECTION 1: Health Insurance

Subd. 1. Current Single Plans:

The School District will contribute up to \$1,000 per month (\$12,000 annually for 1.0 FTE) or the full cost of District sponsored single group health insurance (including PEIP), whichever is less, if the employee elects single coverage. If an HSA/HSA compatible plan is selected, the difference between the premium amount and the \$1,000 will be deposited into the employee's HSA account.

Subd. 2. Current Family Plans:

The School District will contribute up to \$1,833 per month (\$21,996 annually for 1.0 FTE) or the full cost of District sponsored family group health insurance (including PEIP), whichever is less, if the employee elects family coverage. If an HSA/HSA Compatible plan is selected, the difference between the premium amount and the \$1,833 will be deposited into the employee's HSA account. If both spouses are teachers employed by the district, the School District contribution from both teachers shall be combined and applied to the premium for the family policy. No cash in lieu to be paid.

Subd. 3. Election Date:

Teachers will select their option annually by the last working day of the school year.

Subd. 4. HSA Implementation:

(a) The IRS regulates the maximum dollar amount of contributions to a HSA account. The maximum amount will follow the guidelines set by IRS. This includes both employee and employer contributions.

(b) HSA has specifications in regard to our Flexible Spending Account,

(FSA).

- (1) Enrollment in the HSA limits the expenses that will qualify under your FSA plan.
- (2) Only Vision and Dental expenses will be included within your FSA.
- (3) Employees electing the HSA option will need to make sure that their spouse's FSA is also limited to dental and vision only.
- (4) If your spouse is on a HSA plan then you would also need to limit your FSA to dental and vision only.

(c) Employees will have the option to elect their employee pretax contribution to their HSA account on a yearly basis. This will be included on your Health Insurance Election Form.

(d) The School District will be responsible for any and all administrative costs associated with the HSA plan.

SECTION 2: Life Insurance

(a) The School District shall contribute the premium for \$50,000 term life insurance for every certified teacher working 30 or more hours per week. The School District shall contribute the premium for \$25,000 term life insurance for every teacher who is scheduled to work 14.5 to 30 hours per week.

(b) Teachers may purchase additional supplemental life insurance from the carrier at their own expense as permitted by the insurance company. The maximum is \$150,000. Teachers shall be notified annually of the rates for Life Insurance.

SECTION 3: Long Term Disability Insurance

The long term disability insurance premium will be paid by the individual teacher through payroll deduction. In order for the group long term disability insurance rate to stay in effect, this cannot be an optional deduction; all teachers are required to participate.

Said long term disability policy shall contain the following general provisions:

(a) A 90 day waiting period following the onset of disability. To the extent that a disabled teacher's accumulated sick leave exceeds the 90 day insurance waiting period, such sick leave shall be waived by such teacher and the board shall have no obligation to make payment therefor.

(b) The said disability coverage shall continue to age 65 for the disabled employee subject only to the insurer's rehabilitation or retraining provisions.

(c) Said disability insurance shall be purchased to replace two-thirds (2/3) of the disabled teacher's wage at the time of such disability.

(d) The policy shall provide coverage for traditional risks insured by disability insurers.

(e) A medical premium expense benefit will be purchased for each employee on the group medical insurance plan. The benefit would be used toward the cost of the medical insurance premium in the case of disability for a period of 17 months. A benefit of \$500 per month for single policyholders or \$1,200 per month for family policyholders will be paid by the teacher by payroll deduction.

Provision of said long term disability coverage is subject to the condition that a qualified long term disability insurer(s) demonstrates a willingness to provide coverage to the members of the bargaining unit.

SECTION 4: Retiree Eligibility

Subject to approval by the respective group insurers, retired persons aged up to 65 years shall have the option of continuing their group life insurance coverage by paying their individual group premiums. At such time as the current group insurance contract in force for School District employees covered by the within agreement is rebid, retired teachers aged up to 65 years shall have the option of continuing their group life insurance coverage by paying their individual group premiums. Appropriate language assuring such retired teachers of the right to continue coverage, as above outlined, shall be included in the

specifications for such insurance bids. No portion of said life insurance premium shall be paid by the School District following retirement of a teacher.

SECTION 5: Medicare Supplemental Insurance

Subd. 1. Coverage and Effective Date: Prior to June 1 of each year, the School District shall make available one or more group Medicare supplemental health insurance policies for hospital, medical and prescription drug coverage (“Medicare Supplemental Insurance”).

Subd. 2. Eligibility:

Medicare Supplemental Insurance is only available to former employees and dependents of former employees if the former employee or dependent is (1) eligible for and enrolled in Medicare (including Parts A, B, and D, as may be required by the terms of the supplemental coverage selected by the individual) and is (2) entitled under Minnesota law to continue indefinitely in employer-sponsored group health insurance. For this purpose, a “dependent” has the same meaning as under the Employer’s group health plan for active employees, and a former employee may receive dependent coverage only if the employee received dependent coverage immediately before leaving employment.

In addition, such former employees and dependents (hereafter, “Eligible Individuals”) must fall within one or more of the classifications described below.

Subd. 3. Voluntary Coverage:

The following Eligible Individuals may voluntarily elect coverage under a Medicare Supplement policy in lieu of other coverage available through the Employer [*choose one or more*]:

- (1) Former employees who have not yet attained age 65, but who are entitled to Medicare because of disability;
- (2) Dependents of former employees who are entitled to Medicare because of disability;
- (3) Dependents of former employees who are eligible to enroll in

Medicare because they have attained age 65;

- (4) Former employees who have attained age 65 or older.

Subd. 4. Exclusive Coverage Available for Former Employees and Dependents age 65 or older:

The Medicare Supplemental Insurance described herein is the sole and exclusive coverage option provided by the Employer for the following individuals [*choose one or more*]:

- (1) Former employees who have attained age 65 or older; and

- (2) Dependents of former employees when both the dependent and the former employee are age 65 or older.

Subd. 5. End-Stage Renal Disease (ESRD):

Notwithstanding the forgoing, individuals with ESRD shall not be eligible for Medicare Supplemental Insurance during the first 30 months of the individual’s ESRD-based Medicare eligibility or entitlement, unless the individual was entitled to Medicare due to age or disability on a primary basis at the time he or she becomes eligible for ESRD-based Medicare.

Subd. 6. Contributions:

Eligible Individuals shall pay 100% of the cost of coverage under the Employer’s Medicare Supplemental Insurance. Premiums are subject to change on an annual basis. The Employer may discontinue coverage if an Eligible Individual fails to pay the premium when due. In no event shall the Employer be responsible for the payment of any penalty or increased premiums as a result of an employee’s late enrollment in Medicare.

Subd. 7. No Vested Rights:

The benefits described herein will be provided during the term of this collective bargaining agreement (“Agreement”). In no event shall this Agreement provide any individual with vested rights to benefits, rights or features under the Employer’s group health plan or Medicare Supplemental Insurance, nor shall employees who retire during the term of this

agreement be provided any such vested rights. Nothing in this Agreement requires the Employer to maintain a group health plan or a Medicare Supplemental Insurance beyond the term of hereof. If and to the extent that future agreements provide for group health coverage, these agreements may result in changes to the Employer’s group health plan and Medicare Supplemental Insurance, including but not limited to changes in required contributions, covered procedures, available providers, deductibles, co-pays, or co-insurance. No modification of the terms of this Agreement shall be effective unless it is in writing and signed on behalf of the Employer and the Union. No oral representation concerning the interpretation or effect of this Agreement shall be effective to amend the Agreement. Employer shall not be bound to provide any benefit deemed not to comply with state or federal law.

SECTION 6: Part-time Benefits

Subject to approval by the respective group insurers, part-time teachers shall have the option of participating in the School District’s group medical insurance programs. The School District shall contribute a pro rata share of said group medical premiums in the same percentage relationship as said part-time teacher’s contract with the School District bears to a full-time teacher’s contract. The balance of such premium(s) shall be paid by the individual teacher; subject again to approval by the respective group insurers.

SECTION 7: Teacher Input

Except for life insurance provided pursuant to the within Agreement, representatives of the Crookston Education Association shall be allowed to provide input into the decision of the School District with respect to the selection of group insurers. At such time as the School District determines that such group insurance shall be rebid, notice thereof shall be given to the President of the Crookston Education Association. Within ten (10) days following such notice, the President of the Crookston Education Association shall certify a list of names of three (3) of its members, which members shall serve on a committee to develop

specifications for bidding. Subject to then existing statutory requirements, such Crookston Education Association committee shall propose minimum bid specifications to the School District for its review. Thereafter, the School District shall issue and publish such bid specifications as it deems advisable and consistent with the statutory requirements.

Article IX
LEAVES OF ABSENCE

SECTION 1: Personal Illness Leave

Subd. 1.:

For purposes of this Agreement, personal illness is defined as follows: Any injury, mental illness or physical illness, or condition relating to pregnancy which prevents a teacher from providing employment services required by the within contract.

Subd. 2.:

Fifteen (15) days leave shall be granted at the beginning of each school year. Personal illness leave for full-time or part-time certified teachers as defined in Article III, Section 3 is cumulative to a maximum amount equal to the calendar days in the within contract. Beginning with the 1999-2000 school year each teacher employed by the School District who begins a school year with 183 unused sick leave days will receive an additional 15 non-cumulative days for that school year. At the time School District teacher retires from teaching within the guidelines of a Minnesota approved teacher retirement program, said teacher will be eligible for payment of unused sick leave pursuant to Article XII.

Subd. 3.:

Earned personal illness leave may be used for illness in the immediate family. The immediate family is defined as father, mother, sister, brother, spouse, son, son-in-law, daughter, daughter-in-law, father-in-law or mother-in-law. Earned personal illness leave may be used for the employee and immediate family members for those purposes and individuals set forth in Minn. Stat. 181.9413

Earned personal illness leave may be used for parenting leave immediately following the birth or adoption of a

child for a maximum period of 10 days, which shall be designated as a Family and Medical Leave Act (FMLA) qualifying event. Additional parenting leave, without pay, may be available pursuant to FMLA.

Earned personal illness leave may be used for pregnancy related medical appointments. An employee may use up to 12 weeks of personal illness leave for childbirth and recovery with a physician's statement, and such additional time as may be necessary due to medical complications with subsequent medical documentation. If the physician's statement provides for less than 12 weeks of post-partum leave, the employee shall be allowed to use up to 10 days of personal illness leave for parenting leave, but in no event more than a total of 12 weeks. Leave under this paragraph will be designated as FMLA qualifying events.

Granting of leave for exceptional cases will be handled by the Superintendent.

Subd. 4.:

Any days used in excess of the number of days of personal illness leave allowed will be deducted from the teacher's salary on a ratable basis in the same relationship as the number of days missed in excess of unused personal illness leave bears to the total number of days in the contract year.

Subd. 5.:

Misuse of personal illness leave as stated in this Section shall result in disciplinary action which may include forfeiture of all, or a portion of any future personal illness leave benefits for the balance of the year and may constitute grounds for discharge.

Subd. 6.:

Personal illness leave with pay shall be allowed by the School District whenever an employee's absence is found to have been due to his/her illness which prevented his/her attendance at school and performance of duties on that day or days.

Subd. 7.:

The School District may require an employee to furnish a written medical opinion from a qualified physician as

evidence of illness, indicating such absence was due to illness, in order to qualify for personal illness pay. If said medical opinion states that the absence was due to an illness of the employee, such physician's opinion shall be final. In the event such medical opinion is inconclusive as to the basis of the employee's absence, the final determination as to the eligibility of an employee for personal illness leave is reserved to the School District. In the event a physician's medical opinion will be required, the employee will be advised during the time such leave is being used and the cost of such examination and opinion will be at the expense of the School District.

Subd. 8.:

Personal illness leave allowed shall be deducted from the accrued personal illness leave days earned by the employee.

Subd. 9.:

A yearly personal illness leave accounting will be sent to each employee with the first September pay statement.

Subd. 10.:

Crookston Education Association members may participate in the District's catastrophic leave bank pursuant to the terms of the policy.

Subd. 11.:

Wellness Clause: Members that use between 0-4 sick leave days in a school calendar year will be paid a stipend of \$500 to be made with the regular payroll issued on or about June 27.

SECTION 2: Funeral Leave

Up to but not exceeding ten (10) days with full pay shall be allowed for absence due to the death of a member of the teacher's immediate family, except that an additional five (5) days, for a total of fifteen (15) days, shall be allowed for the death of a teacher's spouse or child. The immediate family is defined as father, mother, sister, brother, spouse, son, daughter, father-in-law, mother-in-law, son-in-law or daughter-in-law. Up to but not exceeding three (3) days with full pay shall be allowed for absence due to the death of the following extended family members: brother-in-law, sister-in-law,

and aunts and uncles of teacher; grandparents or grandchildren of teacher or spouse of teacher. Such absence will be deducted from personal illness leave. The granting of leave for exceptional cases will be handled by the Superintendent and may, at the discretion of the Superintendent, include leave for attendance of funerals of friends and relatives, not in the above defined "immediate family".

SECTION 3: Personal Leave

Subd. 1.:

Five (5) days each year is allowed for other business, excluding school business. Such personal business leave must be submitted to the Office of the School Superintendent no less than 48 hours prior to the effective date. Said 48 hour notice period may be waived in an emergency by the Superintendent of Schools or the Superintendent's administrative designee. No application for personal business leave shall be made more than 90 calendar days prior to the intended day or days of such leave. The Superintendent shall authorize the leave.

The first three days of such personal leave taken by the teacher shall be fully paid by the District. If used, two subsequent days of such personal leave shall be paid by the teacher at the current substitute teacher rate. Said amount will be deducted from the salary of the person taking such leave.

The Superintendent shall not approve personal business leave for any day for more than three (3) teachers if such teachers are located in a building with 30 or more teachers, nor for more than two (2) of such teachers if such teachers are in a building with less than 30 teachers.

No more than five (5) teachers shall be eligible for personal business leave at any one time.

During the month of May, personal leave shall be restricted to a total of three (3) teachers throughout the District. The Superintendent may grant additional personal leaves for teachers to attend one-time events if substitute teachers can be secured.

Teachers performing duties in more than one building will be assigned to the building in which they carry out the main portion of their responsibilities as determined by their class schedule or duty assignment. Personal leave of one-half ($\frac{1}{2}$) day or less shall constitute one-half ($\frac{1}{2}$) day of personal leave; personal leave taken in excess of one-half ($\frac{1}{2}$) day shall constitute a full day of personal leave.

Personal business leave days shall be restricted and shall not be granted on the following days:

(a) On a day or days when parent-teacher conferences are scheduled;

(b) On the first or last pupil contact day during the school term.

Subd. 2.:

Consistent with Subd. 1 above, the Superintendent, or the Superintendent's designee, in the event of an excess number of applications for personal leave on one or more days, shall determine personal leave priority as follows:

(a) Applications for leave shall be made not earlier than 8:00 A.M. on any school day. The first available date to apply for personal leave will be determined by counting backwards 90 days beginning with the day immediately prior to the date of the intended leave day. If the first available application date falls on a Saturday, the request is to be made on Friday. If it falls on a Sunday, the request will be accepted on Monday. If it falls on a holiday during the week when school is not in session, requests will be accepted the day immediately prior to the holiday. Requests for two or more consecutive days of personal leave need to be made only once, not more than 90 days prior to the first date of the intended leave.

(b) All applications received on the first available request date shall be treated equally; if such applications exceed the number of teachers who may be absent from a particular building or from the School District, the Office of the Superintendent shall,

by lottery, determine the persons who shall qualify for personal leave;

(c) All applications received after the first available request date shall be marked as to time of receipt. The time of receipt of the application for personal leave shall control as to priority for personal leave.

Subd. 3.:

Teachers who do not use any or all of the first three personal leave days allocated each school year, shall be paid for the days unused at the current substitute teacher rate. This payment will be made with the regular payroll issued on or about June 27.

SECTION 4: Leaves of Absence

Subd. 1a. Short Term Leave:

A leave of absence without pay may be approved by the Superintendent, on terms and conditions determined by that office. The term of this leave shall be granted for no more than 4 consecutive work days. This is available only following complete use of leave provided in Section 3 Subd. 1 of this Article. Teachers using this leave will have pay deduction of 1/183 of their salary for each day used.

Subd. 1b. Extended Short Term Leave:

An extended short term leave of absence without pay may be approved by the School District, on terms and conditions determined by them.

Subd. 2a. Extended Leave of Absence:

The School District may grant an extended leave of absence without salary to any full-time elementary school teacher or secondary school teacher who has been employed by the School District for at least five (5) years and has at least ten (10) years of allowable service, as defined in M.S.A. The maximum duration of an extended leave of absence pursuant to this Section shall be determined by mutual agreement of the School District and the teacher at the time the leave is granted and shall be at least three (3) years, but not more than five (5) years. An extended leave of absence pursuant to this Section shall be taken by mutual consent of the School District and the teacher and may be granted only once.

In the event the School District denies the request for an extended leave of absence pursuant to this Section, it shall report the denial and the reasons therefor to the Commissioner within thirty (30) days.

Subd. 3:

A teacher on an extended leave of absence pursuant to this Section shall have the right to be reinstated to a position for which s/he is licensed at the beginning of any school year which immediately follows a year of the extended leave of absence, unless s/he is discharged or placed on unrequested leave of absence, or his/her contract is terminated pursuant to M.S.A. while s/he is on the extended leave. The School District shall not be obligated to reinstate any teacher who is on an extended leave of absence pursuant to this Section unless the teacher advises the School District of his/her intention to return before February 1 in the school year preceding the school year in which s/he wishes to return. The School District shall notify the Commissioner within thirty (30) days of being notified that a teacher intends to return from an extended leave.

Subd. 4:

Any teacher who is reinstated to a teaching position after an extended leave of absence pursuant to this Section shall retain seniority and continuing contract rights in the employing School District as though s/he had been teaching in the School District during the period when s/he was on the extended leave.

Subd. 5:

The years spent by a teacher on an extended leave of absence pursuant to this Section shall not be included in the determination of his/her salary upon his/her return to teaching in the School District. The credits earned by a teacher on an extended leave of absence pursuant to this Section shall not be included in the determination of his/her salary upon his/her return to teaching in the School District for a period equal to the time of the extended leave of absence.

Subd. 6:

There shall be no extended leaves of absence granted under the provisions of

this Section until the School District has applied and received authorization from the Commissioner of Education.

Subd. 7:

Persons on extended leave of absence may, at the discretion of the School District, qualify for retirement incentive payments hereinafter provided.

SECTION 5: Child Care Leave

Subd. 1:

The School District may grant a child care leave, without pay, to any teacher regardless of marital status, who requests such a leave for the purpose of providing parental care to his/her natural born or adopted child or children.

Subd. 2:

A teacher, with prior School District approval, may take a child care leave of up to twenty-four (24) months by notifying the School District in writing at least twelve (12) weeks prior to commencing the leave of the beginning date and anticipated length of the leave. The length of the leave and date of return therefrom shall be determined by mutual agreement between the teacher and the School District. Once determined, the teacher shall not return from such leave prior to the agreed upon expiration thereof, except, upon mutual agreement of the teacher and the School District.

Subd. 3:

A teacher returning from child care leave shall be reinstated in a position for which s/he is licensed unless previously discharged or placed on unrequested leave.

Subd. 4:

The parties agree that the applicable periods of probation for teachers as set forth in Minnesota Statutes are intended to be periods of actual service enabling the School District to have opportunity to evaluate a teacher's performance. The parties agree, therefore, that periods of time for which the teacher is on child care leave shall not be counted in determining the completion of the probationary period.

Subd. 5:

A teacher who returns from child care

leave within the provisions of this Section shall retain all previous experience credit for pay purposes and any unused leave time accumulated under the provisions of this Agreement at the commencement of the beginning of the leave. The teacher shall not accrue additional experience credit for pay purposes or leave time during the period of absence for child care leave, except that if the leave is for less than a full year, the teacher may receive a prorated share of personal illness leave days for the year in which such leave is taken.

Subd. 6:

A teacher on child care leave is eligible to participate in group insurance programs if permitted under the insurance policy provisions, but shall pay the entire premium for such programs as the teacher wishes to retain, commencing with the beginning of the child care leave. The right to continue participation in such group insurance programs, however, will terminate if the teacher does not return to the School District pursuant to this Section.

Subd. 7:

Leave under this Section shall be without pay or fringe benefits.

Subd. 8:

In the event of an emergency or under extra-ordinary circumstances, the School District may, at its discretion, waive the 12 week notice period provided for in Subd. 2 above.

SECTION 6. Post Season Tournament Leave:

A leave of absence may be granted by the superintendent or the superintendent's administrative designee to allow a teacher to attend a Minnesota State High School League tournament activity. The teacher's son or daughter or grandson or granddaughter must be a participant and a representative of the School District in said tournament competition. This leave will be restricted to attendance at only those tournament activities where the School District's participation may result in state level competition. Such leave, if granted, will be deducted from the teacher's accrued personal illness leave.

SECTION 7. Sabbatical Leave:

Subd. 1:

Sabbatical leaves may be granted to teachers after at least five (5) years of professional employment in the School District for the purpose of:

- (a) Accredited advance study
- (b) Research
- (c) Related professional activity

Subd. 2:

The activity to be engaged in while on sabbatical leave must be related to present or future professional responsibilities in the School District, or related areas that can be anticipated to improve his/her service to the School District.

Subd. 3. Compensation:

(a) The allowance granted to a person on sabbatical leave shall be based on one-half of the contract salary s/he would have received if discharging his/her professional duties. For periods of less than one year, the allowance shall be prorated.

(b) The teacher who is on sabbatical leave may accept grants, scholarships, fellowships, or other sources of income. For those teachers utilizing sabbatical leave for research or related professional activity as referenced in Section 6 of Subdivision 1 hereof, the sum of the salary paid by the School District plus the grant, scholarship or fellowship, shall not exceed the amount that the teacher would have received if teaching in the School District. To the extent that such amounts exceed the amount which the teacher would have received on the salary schedule as a School District teacher, the amount of the sabbatical leave salary paid by the School District shall be reduced to make the amount equal to the salary paid the teacher on the salary schedule. Teachers who are progressing on a course of accredited advanced study as referenced in Section 6, Subdivision 1 hereof, which course of study has been previously approved by the School District, shall not be subject to the above maximum.

(c) A year of sabbatical leave shall be counted as a year's experience on the salary schedule.

(d) Employees on sabbatical leave

will be covered by such group insurance as granted to full-time employees.

Subd. 4. Application:

Staff members will make applications to the Superintendent no later than January 15th for the succeeding school year. The Superintendent will refer the applicant to the Administrative Council consisting of Superintendent, Senior High School Principal, Highland School Principal, the Washington Elementary School Principal, and a representative from the Crookston Education Association, to recommend action to the School District. Successful applicants shall have ten (10) school days after notification of the granting of such leave to accept or reject the sabbatical leave and notify the Superintendent. The District shall notify successful applicants for sabbatical leave no later than April 1st of each contract year.

Subd. 5:

There shall be no more than two (2) staff members on sabbatical leave during any one school year.

Subd. 6:

While on sabbatical, teachers shall retain the same relative position on the seniority schedule as they occupied on the date of commencement of such sabbatical leave.

Subd. 7. Obligations of Individual on Sabbatical Leave:

a) A person receiving a sabbatical leave of absence for one (1) year and receives half (2) pay must agree to return to the school system for at least two (2) years after completion of the leave.

b) A person receiving a sabbatical leave of absence for one-half (2) year and receives one-fourth (1/4) pay, will be obligated to return to the school system for at least one (1) year after completion of the leave.

c) If the person's service is discontinued for any reason other than the individual's incapacity to teach before the expiration of the obligation, s/he shall pay back a pro rata part of the sabbatical allowance. The School District and the affected teacher are

authorized to execute such memorandum as will reflect the entire sabbatical agreement between the parties and outline repayment provisions in the event of the teacher's failure to return to the School District.

d) If a person is placed on unrequested leave of absence before the expiration of the obligation, the pro rata portion of the sabbatical allowance will be canceled.

SECTION 8. Unrequested Leave of Absence:

Subd. 1:

Definitions: For the purposes of this section, the terms defined shall have the meaning respectively ascribed to them.

Subd. 1a: Teacher "Teacher" shall mean those members of the unit as defined by PELRA and this Agreement, except the provision of this article shall not be applicable to any other bargaining unit member who is not defined by M.S. 122A.40, Subd. 1 or MS. 122A.41, Subd. 1(a).

Subd. 1b: Qualified "Qualified" shall mean a teacher who, in addition to the state license, has a major in the subject matter or field taught.

Subd. 2:

The School District may place on unrequested leave of absence, without pay or fringe benefits, as many teachers as may be necessary because of discontinuance of position, lack of pupils, financial limitations, or merger of classes caused by consolidation of districts. The unrequested leave shall be effective at the close of the school year. In placing teachers on unrequested leave, the District shall be governed by the following provisions:

Subd. 2a:

The District may place probationary teachers on unrequested leave first in the inverse order of their employment. No teacher who has acquired continuing contract rights shall be placed on unrequested leave of absence while probationary teachers are retained in positions for which the teacher who has acquired continuing contract rights is certified;

Subd. 2b:

Teachers who have acquired continuing contract rights shall be placed on unrequested leave of absence in fields in which they are certified in the inverse order in which they were employed by the School District. In the case of equal seniority, the order in which teachers who have acquired continuing contract rights shall be placed on unrequested leave of absence in fields in which they are certified shall be negotiable. Seniority means continuing contract teachers commencing with the first date of actual service in the School District and shall exclude those teachers who are substituting for teachers on leaves of absence and part-time teachers employed less than an average of 14 hours per week or 100 days in a school year, and employees hired on or before June 30, 1987. All other provisions of 122A.40, Subd. 11 will be followed;

Subd. 2c:

Notwithstanding, clauses 1A and 1B, if either the placing of a probationary teacher on unrequested leave before a teacher who has acquired continuing rights or the placing of a teacher who has acquired continuing contract rights on unrequested leave before another teacher who has acquired continuing contract rights but who has greater seniority would place the School District in violation of its affirmative action program, the School District may retain the probationary teacher or the teacher with less seniority;

Subd. 2d:

Teachers placed on unrequested leave of absence shall be reinstated to the positions from which they have been given leaves of absence or, if not available, to other available positions in the School District in fields in which they are certified. Reinstatement shall be in the inverse order of placement on leave of absence. The order of reinstatement of teachers who have equal seniority and who are placed on unrequested leave in the same school year shall be negotiable;

Subd. 2e:

No appointment of a new teacher shall be made while there is available, on unrequested leave, a teacher who is properly certified to fill such vacancy, unless the teacher fails to advise the

School District within thirty (30) days of the date of notification that a position is available to him/her, that s/he may return to employment and that s/he will assume the duties of the position to which appointed on a future date determined by the School District;

Subd. 2f:

A teacher placed on unrequested leave of absence may engage in teaching or any other occupation during the period of this leave;

Subd. 2g:

The unrequested leave of absence shall not impair the continuing contract rights of a teacher or result in a loss of credit for previous years of service;

Subd. 2h:

The unrequested leave of absence of a teacher who is placed on unrequested leave of absence shall continue for a period of five (5) years, after which the right to reinstatement shall terminate; provided the teacher's right to reinstatement shall also terminate if s/he fails to file with the School District by April 1 of any year a written statement requesting reinstatement;

Subd. 2i:

The same provisions applicable to termination of probationary or continuing contracts in M.S.A. 122A.40, Subs. 5 and 7 shall apply to placement on unrequested leave of absence;

Subd. 2j:

Nothing in this subdivision shall be construed to impair the rights of teachers placed on unrequested leave of absence to receive unemployment compensation if otherwise eligible.

Subd. 3. Retraining Benefits:

A teacher placed on unrequested leave of absence, who is not employed as a teacher for the next school year following such leave placement, may, upon request, be provided career counseling service at the School District's expense. Such career counseling services, exclusive of placement fees, in an amount not to exceed \$300.00 per individual teacher, shall be paid by the School District to a licensed vocational counselor

mutually acceptable to the teacher and the employer. Teachers who receive benefits under the within Section and subsequently obtain a teaching position for the year following such leave placement, shall reimburse the School District for monies received under the within Section.

Subd. 4. Determination of Seniority:

If there are teachers with identical dates of employment, placement on unrequested leave of absence shall be made by applying the following criteria, in numerical order. As each criteria is applied in said order, should the tie be broken, the determination is made and the subsequent criteria are not applied.

1. The date of the School District meeting at which the teacher was hired.
2. Total years of teaching in Minnesota public schools. In this and all subsequent criteria, a half year of teaching is worth a half year, a year of teaching half time is worth a half year and so forth. Only licensed teaching shall be considered.
3. Total years of licensed teaching in Minnesota; public, private and parochial schools included.
4. Total years of licensed teaching experience in any state, public and parochial schools included.
5. Compensation paid by School District during the school year within which the unrequested leave is proposed. For this criteria, only salary determined by placement on negotiated salary schedule shall be counted. (Base Salary)
6. School District selection.

Subd. 5. Establishment, Posting and Appeal of Continuing Contract Seniority List:

Subd. 5a:

The School District shall cause a continuing contract seniority list to be prepared for its records. Thereafter, it shall provide a sufficient number of machine copies of said list for distribution to all members of the Crookston Education Association. Said copies shall be delivered to the President of the Crookston Education Association. At or about the same time as delivery of said list to the President of the Education Association, the School District, through its designees,

shall thereupon post such list in an official place in each school building of the School District.

The School District shall maintain a separate seniority list for New Paths Education Services (Area Learning Center, Juvenile Detention Center and Adult Basic Education) staff for a period of five years, beginning with school year 1997-1998 and continuing through 2001-2002. Beginning with school year 2002-2003 the two seniority lists will be incorporated into one list, maintaining the original dates of employment from each of the two lists.

Subd. 5b:

If, after reviewing the continuing contract seniority list, a teacher believes the seniority and certification is in error as to him/her in any particular, s/he shall submit detailed objections *in writing* to the School District office within ten (10) school days of the posting of said list. The School District will acknowledge receipt of said objection and issue a written response within forty-five (45) days from the date of receipt of the objection.

Subd. 5c:

Failure by any teacher to object within said time period, shall be deemed a waiver of any objection. The seniority list will be a factor in any staff reductions that may be necessary and shall continue in effect until modified in subsequent school years.

SECTION 9. Professional Leave:

Professional leave may be granted for participation in activities of the Minnesota State High School League (MSHSL) at district, regional or state levels or for any professional related activity, such as workshops and conventions.

A request for leave under this Section shall be submitted to the school administration for prior approval. Said request shall be made within a reasonable period of time before the leave is desired.

SECTION 10. Association Leave:

The parties to this Agreement, being aware of the statutory requirements that the School District must afford reasonable time off to elected officers or

appointed representatives of the Crookston Education Association for the purpose of conducting the duties of the Education Association, hereby agree that the following leave provision shall provide reasonable time to the Education Association for the purposes of conducting the duties of the Association.

Association leave is herewith defined as leave from duties for national, state and UniServ level education association meetings. At the beginning of each two-year contract period, the Association shall be credited with thirty (30) days to be used for leave purposes as defined immediately above. The Association agrees that the President of the Association shall notify the Superintendent of School not less than seventy-two (72) hours before the time and date for intended use of said leave and that no more than five (5) teachers shall use such leave on any one day. In the event that four or five teachers utilize such leave on any one day, no more than three of said teachers shall be from any one building within the School District. Use of such leave for any portion of the day, however slight, shall constitute use of at least one-half ($\frac{1}{2}$) day of said leave. In the event that a majority of a day is used for Association leave, one (1) full day per member using such day shall be deducted from the thirty (30) days herein above provided. Payment of the teacher substitutes for such thirty (30) day period or for such amount utilized by the Association, if less, shall be by the School District.

Article X
CONTRACTED TIME

SECTION 1. Contracted Time:

Subd. 1:

The work day for a full-time teacher shall not exceed 440 minutes, which shall be exclusive of a minimum duty free lunch period of not less than 30 minutes.

Subd. 2:

The work year shall not exceed 183 work days. If three or less days are lost due to an emergency, additional work days will not be added. However, the

school calendar with respect to in-service days and parent-teacher conference days may be adjusted by the School District. In the event that more than three days are lost due to an emergency, it shall be within the School District's discretion to adjust the school calendar for each day lost in excess of such three working days and require additional days of instruction for such number of days lost in excess of three.

Subd. 3:

In the event that the period of time during which classes may be held is adjusted by the legislature for the State of Minnesota during the term of the within Agreement, the parties agree that the foregoing Subd. 2 shall be modified so as to be consistent with such legislative changes.

Subd. 4:

The 15 minutes prior to the start of each student contact day will be reserved for parent and team communications. These 15 minutes would fall within the contracted 440-minute work day for a full-time teacher. Administration reserves the right to call a necessary staff meeting with proper notice being given for the meeting.

SECTION 2. Preparation Time:

Each full-time teacher shall be provided with a minimum of 280 minutes preparation time per student contact week. Full-time teachers in grades PreK through 5 shall be provided with such preparation time in at least 8 usable blocks of 25 minutes each during such student contact week. Passing time shall be included in the calculations of a minimum preparation time per week for full-time teachers in grades 6 through 12.

SECTION 3. Case Conference Time:

The administration shall use every reasonable effort to schedule case conferences during the normal duty day exclusive of regularly scheduled teacher preparation time. Specifically excluded from this provision are regularly scheduled teacher conference days.

SECTION 4. Teacher Lunch Period:

All teachers, shall be provided with a minimum 30-minute duty free lunch period.

SECTION 5: Workshop Days:

A minimum of 45% of the time scheduled for workshop days occurring prior to the first official student contact day of school would be reserved for teacher preparation in their specific classrooms and would not be scheduled with the official workshop duties by administration. This time would be in usable blocks of no less than one hour.

SECTION 6: Subbing Reimbursement:

If teachers, when asked by Administration, take additional students into their regular classrooms and/or cover substituting duties for the school district, they shall be reimbursed at a rate of 80% of the current substitute pay rate for a half to a full day, 40% for less than half of a day but more than one period, and 25% for one period.

**Article XI
HOME BOUND INSTRUCTION**

SECTION 1:

Instruction to home bound students shall, consistent with this provision and to the extent possible, be provided by teachers then on staff with the School District or teachers formerly employed in the School District who are then on the recall list following placement on unrequested leave. The District shall have the obligation to offer the opportunity to provide home bound instruction to the above-referenced persons only if the following procedures are followed.

SECTION 2:

The School District shall distribute with the first pay check in September or on September 12th, whichever comes first, a Notice of Home Bound Instructional Interest to then existing staff members and to former staff members then on the lay-off list. Upon receipt thereof, teachers willing to provide home bound instruction shall, within ten (10) calendar days, complete the notice of interest form and return it to the Office of the School Superintendent. Persons indicating a willingness to provide home bound instruction shall be placed on three separate lists. Those lists shall be as follows: elementary, secondary and special education. Placement on one or more of said lists will be based on the individual teacher's certification. Only

those persons who have indicated a willingness to provide home bound instruction shall be given further consideration for employment as home bound instructors. Those teachers who have completed and returned the notice of interest to provide home bound instruction shall, if called to provide such instruction, be obligated to do so.

SECTION 3:

In the event that the School District has at least ten (10) days notice of a request for home bound instruction placement, the position shall be offered as follows:

(a) To the most senior then current staff member who has returned the notice of interest identified in Section 2 above and who appears on the appropriate certification list. Additional home bound instructional opportunity shall be offered to the next most senior staff member.

(b) If instruction is not provided from the group identified in the paragraph next above, the offer shall then be made to the most senior former staff member then on lay-off and appearing on the appropriate certification list. Additional home bound instructional opportunity shall be offered to the next most senior former staff member then on lay-off.

(c) In the event that no suitable person is found from the two categories above, the position may be offered to any other qualified person.

SECTION 4:

In the event that the School District receives less than ten (10) days notice of the need for home bound instruction placement, the School District may fill the position with any qualified person and need not offer the position in the order provided in Section 3 above.

SECTION 5:

If home bound instruction is provided by then current staff members or persons on the lay-off list, compensation therefor shall be on a pro rata basis directly related to the then current staff member's placement on the salary schedule and equal to the same step as the teacher on lay-off had

attained at the time of his/her placement on unrequested leave. Said pro rata pay shall, in no event, include pay for fringe benefits or any other items not included in the salary schedule.

**Article XII
RETIREMENT PROGRAM**

SECTION 1:

Subd. 1:

The district will implement a 403(b) match program. Any full-time employee who reaches the BAs +10 lane and has at least fifteen (15) years of eligible service in the District will be eligible for an annual match of \$500.00. To implement this employer's match, the employee must complete the "403(b) Salary Reduction Agreement" with the district and it must be received by the district office by September 4, along with a copy of the company's 403(b) application form. If this deadline has passed, the matching contribution will be considered waived for the contract year but the employee may participate in the subsequent year. Once the 403(b) matching plan is implemented, the plan will continue each successive year until changed by the employee by the 1st day of their contract year.

Subd. 2:

The match is available only to the extent the employee contributes an equivalent amount.

Subd. 3:

Retirees are eligible for the benefit below if they have fifteen (15) or more years of service with the district and as a member of the bargaining unit. (Retiree is defined as someone who is eligible for and receiving TRA benefits)

Subd. 4:

Retired employees continue to be eligible for benefits pursuant to prior Master Agreements relative to retirement incentives and accumulated unused sick leave, and further, shall not be affected by this Article.

Subd. 5:

Subject to the limitations listed below, the district will contribute 50% of \$35,000, less any amounts the District has contributed into the employee's 403(b) account through the match

program, directly into the retiree's 403(b) account, with the remaining 50% of the \$35,000 maximum deposited into the retiree's Post Retirement Health Care Savings Plan (PRHCSP). The PRHCSP will be administered by a mutually agreed upon group such as the Minnesota State Retirement Association. The retiree will not receive any direct contribution from the district for severance pay.

Subd. 6:

The amounts being contributed take into account any and all past contributions.

Subd. 7:

Effective July 1, 2014, the district will contribute an amount equal to the value of the retiree's accumulated unused sick leave balance (maximum of 183 accrued days), multiplied by 75% of current substitute teacher rate using the same percentages and destinations (50% into the retiree's 403(b) account and 50% into the retiree's PRHSCP) as described in Subd.5 of this Article.

Subd. 8:

The district's annual contribution into the retiree's 403(b) account must not exceed the IRS contribution limit. If the eligible contribution exceeds the available limits in the year of separation, the district will contribute the excess (up to the IRS maximum) into the retiree's 403(b) account in the following year(s).

Subd. 9:

The district contribution(s) (into the retiree's 403(b) account and PRHCSP) will be made in five equal annual installments effective June 27 in the fiscal year of retirement, regardless of retirement date. If the retiree should die before the five payments have been made, the remaining installments would be paid into the employee's estate.

Subd. 10:

The District will implement a 403(b) match program. Employees hired after June 30, 2018 will not be eligible for the benefits under subds. 1-5, and will instead be eligible for a 403(b) match set forth below. To implement this employer's match, the employee must complete the 403(b) Salary Reduction Agreement with the District and it must be received by the District Office by

September 4, along with a copy of the company's 403(b) application form. If this deadline has passed, the matching contribution will be considered waived for the contract year but the employee may participate in the subsequent year. Once the 403(b) matching plan is implemented, the plan will continue each successive year until changed by the employee by the first day of their contract year. Employees hired prior to June 30, 2018 may make a one-time election for the following match in lieu of the benefits under Subds. 1-5:

| 403(b) | |
|-------------------------------|-------|
| Years of Service with ISD 593 | |
| Year 4-9 | \$588 |
| Year 10-15 | \$708 |
| Year 16+ | \$828 |

The match is available only to the extent the employee contributes an equivalent amount.

SECTION 2: Retiree Health Insurance

This section applies to teachers hired prior to September 1, 2019, teachers hired after September 1, 2019 will not be eligible for Article XII, Section 2.

Subd. 1: Plans

The retiree will have the same plans available as the current employees as listed in Article VIII.

Subd. 2: Premium

The School District will pay 50% of a family health insurance premium or 100% of a single health insurance premium of teacher from retirement until the earlier of either ten (10) years of coverage or becoming eligible for Medicare coverage, or the death of the teacher. Effective July 1, 2014, the School District will pay 50% of a family health insurance premium or 90% of a single health insurance premium of teacher from retirement until the earlier of either ten (10) years of coverage, or becoming eligible for Medicare coverage, or the death of the teacher.

If both spouses were teachers employed by the district, or if one spouse is currently employed as a teacher by the district and the other spouse is a teacher who retired from the district, the School District

contribution from both teachers shall be combined and applied to a family health insurance premium from retirement until the earlier of either ten (10) years of coverage, becoming eligible for Medicare, or the death of the teacher.

Subd. 3: HSA

If the HSA plan is chosen, the School District will contribute the following amounts in to the retirees PRHCSP: Single plan will be equal to the deductible; Family plan will be equal to the deductible minus \$2,500. The HSA contribution will be prorated based upon date of retirement (if retiring during school year); and/or prorated based upon the same time period that the retiree is receiving District HSA health insurance benefits.

If both spouses are teachers employed by the district, or if one spouse is currently employed as a teacher by the district and the other spouse is a teacher who retired from the district, the school district shall fully fund the deductible for the HSA for the retired teacher and spouse from retirement until the earlier of either ten (10) years of coverage, or becoming eligible for Medicare, or the death of the teacher.

Subd. 4: Election date

Retirees will have the same annual election dates as the active employees.

Any of the above plans may be chosen. The retiree will have the option to change to the HSA plan during subsequent election dates. However, if the statute should change, and HSA availability is no longer provided to retired teachers, individual retirees would then be eligible to re-enroll in any of the available plans.

SECTION 3:

Notwithstanding anything to the contrary herein, a teacher who has entered into an agreement for termination of services and withdrawal of active teaching service may be employed as a substitute teacher, at the discretion of the School District, after retirement.

Article XIII
EXTRA-CURRICULAR ACTIVITIES

SECTION 1. Assignment of Extra-Curricular Activities:

Those positions appearing on the Extra-Curricular Salary Index hereto attached as Appendix D may be assigned by the School District as additional services, subject to the provisions that no School District employee shall be required to provide such additional services to the School District for more than five (5) years during the course of such employee's employment with the School District and no employee shall be assigned such duties for more than two (2) successive years. One assigned activity per contract year shall constitute one year of assigned extra-curricular duty. For purposes of this Section only, all employment shall be deemed to have commenced on July 1, 1983 and the within provision shall become effective on such date.

Nothing herein contained shall restrict any individual teacher and the School District from agreeing to provide such services voluntarily or for a period in excess of the periods referenced in the within provision.

SECTION 2. Student Activities Advisory Committee:

For purposes of making recommendations relating to conflicts, problems or changes with the salary schedule for coaches, advisors or directors of any student teams, organizations or groups, the School District will establish a Student Activities Advisory Committee. The Committee will be comprised of one administrator and one school board member, both appointed by the School District; one coach of a boys' sport, one coach of a girls' sport, one director of a fine arts group (band, choir, drama, or orchestra,) and one advisor/coach of a non-athletic/non-fine arts student group, all to be appointed by the Crookston Education Association; and the Activities Director, who serves in a non-voting capacity.

The Student Activities Advisory Committee will meet at least twice per year and more often, as needed, at the call of the Activities Director. All

decisions made by the committee are recommendations to the School District and Exclusive Representative.

Article XIV
STUDENT TEACHERS

Placement of student teachers will be made after discussion between the Building Principal and the voluntary supervising teacher. Student teachers may be assigned to supervising teachers only if no voluntary placement opportunity within the district exists. All stipends from colleges or universities will be paid to the supervising teacher. If more than one supervising teacher is involved, payment will be made proportionately.

Article XV
INDIVIDUAL TEACHER CONTRACTS

Any individual contract between the School District and the individual teacher heretofore executed shall be subject to and consistent with the terms and conditions of this Agreement. Any individual contract hereafter executed shall be in the form provided in Appendix A and shall be expressly made subject to and consistent with the terms of this Master Agreement.

Article XVI
CONTRACT EXECUTION

There shall be three (3) signed copies of the Master Agreement for the purposes of record. One signed copy shall be retained by the School District, one signed copy by the Exclusive Representative and one signed copy by the Superintendent of Schools.

Article XVII
REPRODUCTION OF THE AGREEMENT

A digital copy of this Master Agreement will be sent electronically from the District to each member of the bargaining unit as well as made available on the School District website within thirty (30) days after

the Agreement is signed. A hard copy will be made available from the District Office upon request.

Article XVIII
DURATION

SECTION 1. Term:

This Agreement shall remain in full force and effect for a period commencing July 1, 2023, through June 30, 2025, and thereafter until modifications are made pursuant to the P.E.L.R.A.

Unless otherwise mutually agreed, the parties shall not commence negotiations more than 150 days prior to the expiration of this Agreement.

SECTION 2. Effect:

This Agreement constitutes the full and complete agreement between the School District and the Exclusive Representative representing the teachers of the School District. The provisions herein relating to terms and conditions of employment supersede any and all prior agreements, resolutions, practices, School District policies, rules or regulations concerning terms and conditions of employment inconsistent with these provisions.

SECTION 3. Finality:

Any matters relating to the current contract term, whether or not referred to in this Agreement, shall not be open for negotiation during the term of this Agreement except with mutual agreement.

SECTION 4. Severability:

If any provision of this Agreement or the application of any such provision under any circumstances is held invalid by law, such provision shall be severable but re-negotiable. Severability of any unlawful provision, or the application of the same, shall not affect any other provisions of this Agreement or the application of any provision thereof.

Article XIX
EARLY CHILDHOOD FAMILY
EDUCATION/LEARNING
SCHOOL READINESS
TEACHERS

SECTION 1. Statutory

Considerations:

Pursuant to Minn. Stat. 122A.16, an Early Childhood Family Education (ECFE) teacher or Learning School Readiness teacher who teaches in an early childhood and family education program, which is offered through a community education program which qualifies for community education aide or ECFE aide, must meet licensure requirements as a teacher.

SECTION 2. Employees Covered:

The exclusive representative shall represent properly licensed ECFE/LSR teachers that are full-time or part-time.

SECTION 3. Probationary Period:

The probationary period of ECFE/LSR teachers shall be three (3) school years of continuous service. During the probationary period the School District shall have the unqualified right to suspend or discharge an ECFE/LSR teacher and the ECFE/LSR teacher shall have no recourse to the grievance procedure. Upon completion of the probationary period, an ECFE/LSR teacher may be suspended or discharged only for just cause, and such ECFE/LSR teacher shall have full access to the grievance procedure.

SECTION 4. Articles in the contract which apply:

- I – Purpose
- II – Exclusive Representative
- III – Definitions
- IV – Scope of Agreement:
- V – Teacher Rights
- VI – School District Rights and Obligations
- VII – Grievance Procedure
- VIII – Group Insurance
- IX – Leaves of Absence
 - Section 2 – Funeral Leave
 - Section 3 – Personal Leave
 - Section 4 – Leaves of Absence
 - Section 5 – Child Care Leave
 - Section 6 – Post-Season Leave
 - Section 7 – Sabbatical Leave
 - Section 8 – Unrequested Leave – Subd. 5a-Special Provision
 - Section 9 – Professional Leave
 - Section 10 – Association Leave

- X – Contracted Time – Special Provision
- XI – Home Bound Instruction
- XIII – Extra-Curricular Activities
- XIV – Student Teachers
- XV – Individual Teacher Contracts
- XVI – Contract Execution
- XVII – Reproduction of the Agreement
- XVIII – Duration
- XIX – Personal Illness Leave
- Appendix A – Individual Teacher Contract
- Appendix C – 1 and 2 Salary Schedule and Lanes 3-Special Provision
- Appendix D – Salary Schedules

SECTION 5. Articles in the contract which do not apply:

- IX – Leaves of Absence
 - Section 1, Subd. 2 – Personal Illness Leave – Special Provision
- XII – Retirement Program and Appendix B – School Calendar

SECTION 6. Special Provisions

Article IX – Personal Illness Leave – For ECFE/LSR teachers: Fifteen (15)

days leave shall be granted at the beginning of each school year, prorated on FTE status. Personal Illness Leave for full-time or part-time ECFE/LSR teachers is cumulative to a maximum amount equal to 183 calendar days in the within contract. Earned personal illness leave may be used for illness in the immediate family. The immediate family is defined as father, mother, sister, brother, spouse, son, son-in-law, daughter, daughter-in-law, father-in-law or mother-in-law. Earned personal illness leave may be used for the employee and immediate family members for those purposes and individuals set forth in Minn. Stat. 181.9413

Article IX Section 8 Subd.5a P2 – The School District shall maintain a separate seniority list for ECFE/LSR teachers. An ECFE/LSR teacher shall not have any rights to any other teaching position in the School District when it is necessary to eliminate or reduce positions, the reduction shall be in order of seniority with the least senior teacher being eliminated or reduced first.

Article X – Contracted Time – For

ECFE/LSR teachers, their hours of service, duty day, length of school year will be determined by the School District and modified from time to time based upon the needs of the program.

403(b) Contribution Plan: The District will implement a 403(b) match program for ECFE/LSR Teachers. To implement the employer’s match, the employee must complete the 403(b) Salary Reduction Agreement with the District and it must be received by the District Office by September 4, along with a copy of the company’s 403(b) application form. If this deadline has passed, the matching contribution will be considered waived for the contract year but the employee may participate in the subsequent year. Once the 403(b) matching plan is implemented, the plan will continue each successive year until changed by the employee by the first day of their contract year.

Years of Service with ISD 593

| | |
|------------|-------|
| Year 4-9 | \$588 |
| Year 10-15 | \$708 |
| Year 16+ | \$828 |

Appendix C – 3 Step Advancement –


Upon placement on the salary schedule, an ECFE/LSR teacher will advance on the salary schedule provided that the ECFE/LSR teacher works a minimum of 280 hours within the school year.

An ECFE/LSR teacher who works less than the minimum 280 hours during the school year would remain on the step until such time that the ECFE/LSR teacher accumulates 280 hours of service to the district as an ECFE/LSR teacher. For the purposes of salary advancement, hours of service can be accumulated over more than one school year. However, such step advancement will commence at the beginning of the following school year.

IN WITNESS WHEREOF, the parties
have signed this Agreement this
24th day of July, 2023.


**For the Crookston
Education Association**


CEA President


Teacher Representative

For the School District


Chairman


Head Negotiator

APPENDIX A

INDIVIDUAL TEACHER CONTRACT

TEACHER CONTRACT FOR MINNESOTA PUBLIC SCHOOL DISTRICTS

The School Board of Independent School District No. 593, Crookston, of the State of Minnesota, enters into this agreement, pursuant to M.S. 122A.40 as amended, with _____ a legally qualified and licensed teacher who agrees to teach in the public schools of said district as _____ for the school year _____.

The following provisions shall apply and are a part of this contract:

1. **Basic Services:** Said teacher shall faithfully perform the services prescribed by the school board or its designated representative, whether or not such services are specifically described in this contract, abide by the rules and regulations as established by the school board and State Board of Education, and any additions or amendments thereto for the annual salary indicated below, and agrees to teach for the school district as assigned in such grades or subjects for which the teacher has the necessary license.
2. **Duration:** This contract is subject to the provisions of M.S. 122A.40 as amended and to all laws, rules and regulations of the State of Minnesota relevant to qualification, licensure, employment, termination and discharge for cause of teachers. Thereafter this contract shall remain in full force and effect except if modified by mutual consent of the school board and the teacher or unless terminated as provided by law, or by written resignation pursuant to M.S. 122A.40.
3. **Duty Year.** The teacher's duty year and vacation days shall be as adopted by the school board, and the teacher agrees to teach on those legal holidays on which the school board is authorized to conduct school if the school board so determines. In the event a duty day is lost due to any emergency, the teacher agrees to perform duties on such other day in lieu thereof as determined by the school board.
4. **Additional Services:** The school board, or its designated representative, may assign the teacher to extra-curricular, co-curricular, or other assignments, subject to established compensation for such services which exceed the services authorized in paragraph 1. Said extra-curricular, co-curricular or other assignments may be described in paragraph 6 of this contract or by letter of assignment, together with a recitation of the compensation, if any, to be paid for said assignment. The school board, or its designated representative, may make any additions or amendments during the duty year as shall be necessary. Said extra-curricular, co-curricular, or other assignments and compensation, if any, for such assignment shall not become a part of the teacher's Continuing Contract rights unless the words "continuing contract" are recorded immediately following the assignment.
5. **Reference:** This contract shall be subject to the agreement between the school district and the exclusive representative, if any, and the provisions of the Public Employment Labor Relations Act as amended.
6. **Special Provisions:** (Insert here any other contractual provisions).

In addition, said teacher agrees to perform the following additional services for the additional salary indicated.

Additional Service

Additional Compensation

7. **In Consideration** thereof, the school board agrees to pay said teacher the following annual salary:

\$ _____ For basic services
 \$ _____ For additional services as set forth in paragraph 6
 \$ _____ Total salary, exclusive of fringe benefits

Such salary shall be paid as authorized and in such installments during the term of the year as may be determined by appropriate school board regulation. This contract shall be effective only after it has been authorized by the school board in appropriate action, recorded in its minutes, and executed by the parties.

IN WITNESS THEREOF I have subscribed my signature this _____ day
 of _____, 20_____.

IN WITNESS THEREOF we have subscribed our signature this _____
 day of _____, 20_____.

INDEPENDENT SCHOOL DISTRICT NO. 593

 Teacher

 Chairman

APPENDIX B

SCHOOL CALENDAR

Crookston Public Schools 2023-2024

Academic Year Calendar



Home of the
Pirates!

| August 23 | | | | | | |
|-----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| October 23 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 |
| 29 | 30 | 31 | | | | |

| November-23 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | 4 |
| 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 26 | 27 | 28 | 29 | 30 | | |

| December 23 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| February 24 | | | | | | |
|-------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | 1 | 2 | 3 | |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | | |

| March 24 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |
| 31 | | | | | | |

| April 24 | | | | | | |
|----------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | | | |

| May 24 | | | | | | |
|--------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | 1 | 2 | 3 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 |
| 18 | 19 | 20 | 21 | 22 | 23 | 24 |
| 25 | 26 | 27 | 28 | 29 | 30 | 31 |

| September 23 | | | | | | |
|--------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | 2 |
| 3 | 4 | 5 | 6 | 7 | 8 | 9 |
| 10 | 11 | 12 | 13 | 14 | 15 | 16 |
| 17 | 18 | 19 | 20 | 21 | 22 | 23 |
| 24 | 25 | 26 | 27 | 28 | 29 | 30 |

| January 24 | | | | | | |
|------------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | 1 | 2 | 3 | 4 | 5 |
| 6 | 7 | 8 | 9 | 10 | 11 | 12 |
| 13 | 14 | 15 | 16 | 17 | 18 | 19 |
| 20 | 21 | 22 | 23 | 24 | 25 | 26 |
| 27 | 28 | 29 | 30 | 31 | | |

| June 24 | | | | | | |
|---------|----|----|----|----|----|----|
| Su | M | Tu | W | Th | F | Sa |
| | | | | | 1 | |
| 2 | 3 | 4 | 5 | 6 | 7 | 8 |
| 9 | 10 | 11 | 12 | 13 | 14 | 15 |
| 16 | 17 | 18 | 19 | 20 | 21 | 22 |
| 23 | 24 | 25 | 26 | 27 | 28 | 29 |
| 30 | | | | | | |

- Workshop Day
- STP Interview Day
- No School - Break
- Parent/Teacher Conf.
- Early Release
- Compensation Day
- Staff Development Day
- End of Quarters

In the event that five days of non-emergency closure are needed, this calendar will be amended by the District 593 Board of Education. The date of graduation will remain unchanged. Day 1 Makeup = President's Day; Day 2 Makeup = Easter Monday
Actual days: **171 Student Days, 183 Teacher Days**

Important Dates

- Aug 17 Welcome Back to School Day
- Aug 28 Workshop Day (option 1: 4 hours)
- Aug 29 Workshop Day (option 2: 4-8 pm)
- Aug 30 Workshop/Meet the Teacher Days
- PK-12 4:00pm - 7:30 pm
- Aug 31 Workshop Day 8:00-3:30
- Sept. 1 Compensation Day
- Sept 4 No School - Labor Day
- Sept 5 First Day of School 6-8; Meet the teacher PK-5 No School 9-12
- Sept 6 First Day of School PK-5; 9-12
- Oct 17 Regular Dismissal - Parent/Teacher Conf. - 4:00 - 7:30 pm
- Oct 18 No School - Parent/Teacher Conf. - 8:00 am - 7:30 pm
- Oct 19 Ed MN - No School
- Oct 20 No School - Compensation Day
- Oct 30 No School -Staff Dev. Day
- Nov 3 End Qtr 1 (40 days)
- Nov 22 Early Student Dismissal
- Nov 23 & 24 No School - Thanksgiving
- Dec 21-Jan 1 No School-Winter Break
- Jan 15 No School - Workshop Day
- Jan 19 End Qtr 2 (44 days)
- Feb 14 Regular Dismissal - Parent/Teacher Conf. - 4:00 - 7:30 pm
- Feb 15 No School - Parent/Teacher Conf. - 8:00 am - 7:30 pm
- Feb 16 No School - Compensation Day
- Feb 19 No School - Presidents' Day
- Mar 18 No School - Staff Dev. Day
- Mar 28 Early Release/End Qtr 3 (45 days)
- Mar 29-Apr 1 No School - Spring Break
- May 24 Graduation
- May 27 No School - Memorial Day
- May 30 Last Day of Classes/End Qtr 4 (43 days)
- May 31 Workshop Day

APPENDIX C

SALARY DATA

1. Level of Training
2. Salary Schedule Lane Advancement
3. Salary Schedule Step Advancement

1. LEVEL OF TRAINING

Salaries will be according to level of training as of September 1 and February 1 each year. The new level of training must be certified by the college at which the credits were earned.

Bachelor's Earned

Requires the completion of a four-year course at an accredited teacher training institution with the granting of the degree: B.E., B.A., B.S., or degree of equivalent value and the receipt of a certificate to teach from the Minnesota State Department of Education.

Master's Degree

Requires the completion of a five-year course at an accredited teacher training institution with the granting of a degree: M.S., M.A., M.E. A major concentration of the credits on which the degree is based shall be in the field in which the teacher is engaged.

B.A.+10, +20, +30, +40 +50, M.A. +10, +20 (Semester Hours)

All credits beyond the bachelor's degree are to be approved graduate credits or approved undergraduate credits. Existing credits are to be approved by the Principal and Superintendent with the teacher retaining the right to appeal the administrative decision to the Board of Education. Graduate credits in the teacher's area of instruction are automatically approved.

2. SALARY LANE ADVANCEMENT

Any credits earned for application of incremental advancement or change of salary lane shall be in the teacher's certificated subject areas, or such credits shall be adjudicated as contributing to improvement of the individual's teaching competence through the prior written approval of the Superintendent.

All credits which are applied toward any lane advancement must have been earned from an institution which is accredited in the State of Minnesota or whose accreditation is accepted by the State of Minnesota.

Incremental advancement on the salary schedule due to change in

the teacher's level of professional training must be verified by September 1 and February 1 of each year and salary adjustments will be effective on those dates.

Lane advancement is subject to the approval of the Board of Education.

3. SALARY SCHEDULE STEP ADVANCEMENT

Teachers who have teaching experience that represents less than a full year of experience will receive credit on the salary schedule as follows:

A. Less than 92 school days of experience will receive no increment credit;

B. 92 school days or more will receive credit for one (1) full increment step.

Irrespective of the number of years of teaching experience, no teacher shall advance more than one (1) step on the salary schedule in any one (1) contract year.

APPENDIX D

SALARY SCHEDULES

1. 2023-2024 and 2024-2025 Salary Schedules
2. 2023-2024 and 2024-2025 Extra- and Co-Curricular Salary Schedules
3. Hourly Pay Schedule
4. Travel Reimbursement Schedule

**CROOKSTON PUBLIC SCHOOLS
2023-2024 Salary Schedule**

| Step | BA | BA+ 10s | BA+ 20s | BA+ 30s | BA+ 40s | MA | BA +50s /MA+10s | MA+ 20s |
|-------------|-----------|--------------------|--------------------|--------------------|--------------------|-----------|----------------------------|--------------------|
| 1 | 43,917 | 45,685 | 47,448 | 49,214 | 50,098 | 50,983 | 52,747 | 54,512 |
| 2 | 45,685 | 47,448 | 49,214 | 50,983 | 51,863 | 52,747 | 54,512 | 56,277 |
| 3 | 47,448 | 49,214 | 50,983 | 52,747 | 53,629 | 54,512 | 56,277 | 58,045 |
| 4 | 49,214 | 50,983 | 52,747 | 54,512 | 55,396 | 56,277 | 58,045 | 59,811 |
| 5 | 50,983 | 52,747 | 54,512 | 56,277 | 57,157 | 58,045 | 59,811 | 61,577 |
| 6 | 52,747 | 54,512 | 56,277 | 58,045 | 58,924 | 59,811 | 61,577 | 63,338 |
| 7 | 54,512 | 56,277 | 58,045 | 59,811 | 60,688 | 61,577 | 63,338 | 65,103 |
| 8 | 56,277 | 58,045 | 59,811 | 61,577 | 62,456 | 63,338 | 65,103 | 66,650 |
| 9 | 58,045 | 59,811 | 61,577 | 63,338 | 64,222 | 65,103 | 66,871 | 68,634 |
| 10 | 58,045 | 61,577 | 63,338 | 65,103 | 65,988 | 66,871 | 68,634 | 70,404 |
| 11 | 58,045 | 63,338 | 65,103 | 66,871 | 67,755 | 68,634 | 70,404 | 72,167 |
| 12 | 58,045 | 65,103 | 66,871 | 68,633 | 69,520 | 70,404 | 72,167 | 73,932 |
| 13 | 58,045 | 67,662 | 69,430 | 71,192 | 72,076 | 72,960 | 74,725 | 76,489 |
| 14 | 58,045 | 69,149 | 70,917 | 72,681 | 73,564 | 74,448 | 76,213 | 77,976 |

CROOKSTON PUBLIC SCHOOLS 2024-2025 Salary Schedule

| Step | BA | BA+ 10s | BA+ 20s | BA+ 30s | BA+ 40s | MA | BA +50s /MA+10 s | MA+ 20s |
|------|--------|------------|------------|------------|------------|--------|---------------------------|------------|
| 1 | 45,674 | 47,513 | 49,346 | 51,182 | 52,102 | 53,022 | 54,856 | 56,693 |
| 2 | 47,513 | 49,346 | 51,182 | 53,022 | 53,937 | 54,856 | 56,693 | 58,528 |
| 3 | 49,346 | 51,182 | 53,022 | 54,856 | 55,775 | 56,693 | 58,528 | 60,367 |
| 4 | 51,182 | 53,022 | 54,856 | 56,693 | 57,612 | 58,528 | 60,367 | 62,203 |
| 5 | 53,022 | 54,856 | 56,693 | 58,528 | 59,443 | 60,367 | 62,203 | 64,040 |
| 6 | 54,856 | 56,693 | 58,528 | 60,367 | 61,281 | 62,203 | 64,040 | 65,872 |
| 7 | 56,693 | 58,528 | 60,367 | 62,203 | 63,115 | 64,040 | 65,872 | 67,707 |
| 8 | 58,528 | 60,367 | 62,203 | 64,040 | 64,955 | 65,872 | 67,707 | 69,316 |
| 9 | 60,367 | 62,203 | 64,040 | 65,872 | 66,791 | 67,707 | 69,546 | 71,379 |
| 10 | 60,367 | 64,040 | 65,872 | 67,707 | 68,628 | 69,546 | 71,319 | 73,220 |
| 11 | 60,367 | 65,872 | 67,707 | 69,546 | 70,465 | 71,379 | 73,220 | 75,054 |
| 12 | 60,367 | 67,707 | 69,546 | 71,379 | 72,301 | 73,220 | 75,054 | 76,890 |
| 13 | 60,367 | 70,368 | 72,207 | 74,040 | 74,959 | 75,879 | 77,714 | 79,548 |
| 14 | 60,367 | 71,915 | 73,754 | 75,588 | 76,507 | 77,426 | 79,261 | 81,095 |

Crookston Public Schools

2023-2024 Extra Curricular Schedule

| Group 1 (100%) | | \$5,477 |
|-----------------------|---|----------------|
| Activities Director | 1 | |
| Supervision Fund | 1 | |
| Head Basketball | 2 | |
| Head Football | 1 | |
| Head Hockey | 2 | |
| Head Wrestling | 1 | |

| Group 5 (47.9%) | | \$2,623 |
|------------------------|---|----------------|
| Vocal Director | 1 | |
| Orchestra Director | 1 | |
| Head Speech | 1 | |
| FFA Advisor | 1 | |

| Group 2 (83.5%) | | \$4,572 |
|------------------------|---|----------------|
| Band Director | 1 | |
| Head Dance | 1 | |
| Head Baseball | 1 | |
| Head Track | 2 | |
| Head Volleyball | 1 | |
| Head Softball | 1 | |
| Head Soccer | 2 | |
| Head Golf | 2 | |
| Head Swimming | 1 | |
| Head Tennis | 2 | |

| Group 6 (41.3%) | | \$2,260 |
|------------------------|---|----------------|
| 7-8 Grade Basketball | 4 | |
| 7-8 Grade Football | 4 | |
| 3 ACT Musical Director | 1 | |
| 7-8 Grade Tennis | 2 | |
| 7-8 Grade Volleyball | 2 | |
| 7-8 Grade Soccer | 1 | |
| Softball | 1 | |
| JH Baseball | 1 | |

| Group 3 (74.7%) | | \$4,090 |
|------------------------|---|----------------|
| Assistant Basketball | 2 | |
| 1st Assistant Football | 2 | |
| Assistant Hockey | 4 | |
| Assistant Wrestling | 1 | |

| Group 7 (32%) | | \$1,750 |
|----------------------|---|----------------|
| Student Council | 2 | |
| Knowledge Bowl | 1 | |
| Math Counts | 1 | |
| Asst 3 ACT Director | 1 | |
| 1ACT Play Director | 1 | |
| Prom Coordinator | 1 | |
| Treasurettes | 1 | |
| Auditorium Manager | 1 | |

| Group 4 (60.2%) | | \$3,297 |
|------------------------|---|----------------|
| Assistant Baseball | 1 | |
| Assistant B/G Golf | 2 | |
| Assistant Dance | 1 | |
| Assistant Tennis | 2 | |
| Assistant Track | 4 | |
| Assistant Volleyball | 1 | |
| Assistant Softball | 1 | |
| Assistant Soccer | 2 | |
| 9th Grade Basketball | 2 | |
| 9th Grade Football | 2 | |
| 9th Grade Volleyball | 1 | |

| Group 8 (25.5%) | | \$1,394 |
|-------------------------|---|----------------|
| Robotics | 1 | |
| Strength & Conditioning | 5 | |
| Athletic Trainer | 3 | |
| Jr. High Knowledge Bowl | 1 | |
| Envirothon | 1 | |
| Yearbook Advisor | 1 | |
| Jr. High One Act | 1 | |
| Builder's Club | 1 | |
| Honor Society | 1 | |

The above positions are dependent upon participation numbers. The number of staffing positions will be based upon recommendations from the Student Activities Advisory Committee and the Activities Director and approval of the School Board.

Crookston Public Schools

2024-2025 Extra Curricular Schedule

| Group 1 (100%) | | \$5,696 |
|-----------------------|---|----------------|
| Activities Director | 1 | |
| Supervision Fund | 1 | |
| Head Basketball | 2 | |
| Head Football | 1 | |
| Head Hockey | 2 | |
| Head Wrestling | 1 | |

| Group 2 (83.5%) | | \$4,755 |
|------------------------|---|----------------|
| Band Director | 1 | |
| Head Dance | 1 | |
| Head Baseball | 1 | |
| Head Track | 2 | |
| Head Volleyball | 1 | |
| Head Softball | 1 | |
| Head Soccer | 2 | |
| Head Golf | 2 | |
| Head Swimming | 1 | |
| Head Tennis | 2 | |

| Group 3 (74.7%) | | \$4,254 |
|------------------------|---|----------------|
| Assistant Basketball | 2 | |
| 1st Assistant Football | 2 | |
| Assistant Hockey | 4 | |
| Assistant Wrestling | 1 | |

| Group 4 (60.2%) | | \$3,429 |
|------------------------|---|----------------|
| Assistant Baseball | 1 | |
| Assistant Dance | 1 | |
| Assistant B/G Golf | 2 | |
| Assistant Tennis | 2 | |
| Assistant Track | 4 | |
| Assistant Volleyball | 1 | |
| Assistant Softball | 1 | |
| Assistant Soccer | 2 | |
| 9th Grade Basketball | 2 | |
| 9th Grade Football | 2 | |
| 9th Grade Volleyball | 1 | |

| Group 5 (47.9%) | | \$2,728 |
|------------------------|---|----------------|
| Vocal Director | 1 | |
| Orchestra Director | 1 | |
| Head Speech | 1 | |
| FFA Advisor | 1 | |

| Group 6 (41.3%) | | \$2,350 |
|------------------------|---|----------------|
| 7-8 Grade Basketball | 4 | |
| 7-8 Grade Football | 4 | |
| 3 ACT Musical Director | 1 | |
| 7-8 Grade Tennis | 2 | |
| 7-8 Grade Volleyball | 2 | |
| 7-8 Grade Soccer | 1 | |
| Softball | 1 | |
| JH Baseball | 1 | |

| Group 7 (32%) | | \$1,820 |
|----------------------|---|----------------|
| Student Council | 2 | |
| Knowledge Bowl | 1 | |
| Math Counts | 1 | |
| Asst 3 ACT Director | 1 | |
| 1ACT Play Director | 1 | |
| Prom Coordinator | 1 | |
| Treasurettes | 1 | |
| Auditorium Manager | 1 | |

| Group 8 (25.5%) | | \$1,450 |
|-------------------------|---|----------------|
| Robotics | 1 | |
| Strength & Conditioning | 5 | |
| Athletic Trainer | 3 | |
| Jr. High Knowledge Bowl | 1 | |
| Envirothon | 1 | |
| Yearbook Advisor | 1 | |
| Jr. High One Act | 1 | |
| Builder's Club | 1 | |
| Honor Society | 1 | |

The above positions are dependent upon participation numbers. The number of staffing positions will be based upon recommendations from the Student Activities Advisory Committee and the Activities Director and approval of the School Board.

3. HOURLY PAY SCHEDULE

Instructional Time:

Teachers employed to teach summer school or teachers on an extended contract beyond the regular school year as defined in the school calendar, shall be compensated for said instructional time (time teachers spend engaged in direct classroom instruction with students) on a pro rata basis of the teaching contract. Said teachers shall be paid on an hourly rate and that rate shall be determined by dividing the dollar value of the teacher's regular teaching contract by that sum which is arrived at by the multiplication of 7.33 hours per day (440 minutes), times the number of days in the school calendar for the affected teacher.

The pro rata hourly payment shall apply only to regular summer school teaching assignments and to those other individuals whose regular employment is extended beyond the regular calendar school year.

Teachers who provide instructional services to students at the request of the district for after school remediation programming, summer school programming, credit recovery programming, or other instructional programming will receive pro rata pay when paid out of general education funds.

Community Education Programs:

Teachers who are providing instructional services to students at the request of the district for after school remediation, summer school, credit recovery, or other instructional purposes will receive non-instructional pay when paid for out of the community service fund for programs that have been traditionally paid for out of the community service fund. The one exception will be the Patch Program which would be paid pro rata.

In no circumstances will this take place retroactively.

Non-Instructional Time:

The rate for any other non-instructional educational services including but not limited to curriculum grant writing and planning, and summer staff development directed by the district shall be at the proration of the BA-0 step 1 rate (\$28.98 per hour). As of July 1, 2023 the rate will increase to \$32.74 per hour. As of July 1, 2024, the rate will increase to \$34.05 per hour.

Teachers required to move rooms will be reimbursed for 16 hours of time at non-instructional rate of pay.

Behind the Wheel Drivers Education:

Teachers employed to teach behind-the-wheel driver education shall be paid at a rate of 25.02 per hour. As of July 1, 2023, the rate will increase to \$25.96 per hour, and as of July 1, 2024, the rate will increase to \$27.00 per hour.

4. TRAVEL REIMBURSEMENT SCHEDULE

All certificated personnel who use their private automobile in the performance of duties inside or outside of the school district shall, following effective date of the within agreement, be reimbursed at the IRS mileage reimbursement rate in effect as of July 1 of each year for approved travel.

Those staff members whose assignments require regularly traveling between schools shall be reimbursed according to the monthly travel reimbursement set by School Board policy.

In addition to the travel reimbursement outlined in Board Policy, if a staff member is

required to travel between buildings during their lunch or preparation period, that staff member shall be reimbursed at the prorated amount of \$7.05 for each period of said travel. (*\$7.05 is the equivalent of the MA1 Step 9 teacher salary prorated for ten minutes.* Effective July 1, 2023, the rate will increase to \$8.09 for each period of said travel. (*\$8.09 is the equivalent of the MA1 Step 9 teacher salary prorated for ten minutes.* Effective July 1, 2024, the rate will increase to \$8.42 for each period of said travel.